

# **D.C. CHILDREN AND YOUTH INVESTMENT TRUST CORPORATION**

**(On Behalf of the Department of Youth Rehabilitation Services)**

## **NOTICE OF FUNDING AVAILABILITY**

### **Fiscal Year 2013 Job Readiness, Placement and Socio-Entrepreneurial Pilot Program**

**Notice: ATTENDANCE AT A FUNDING TECHNICAL ASSISTANCE SESSION AND SUBMISSION OF A NOTICE OF INTENT TO APPLY IS REQUIRED IN ORDER TO BE ELIGIBLE TO APPLY FOR FUNDING.**

**Summary:** The DC Children and Youth Investment Trust Corporation (The Trust) is a public-private partnership chartered by the District to help a wide variety of organizations improve the quality, quantity and accessibility of services and opportunities for every child in the city. The Trust works to increase resources and invest in the people, programs, and systems that serve children, youth, and their families in the District of Columbia.

The Department of Youth Rehabilitation Services (DYRS) is the District of Columbia cabinet-level agency established to lead the reform of the District's juvenile justice system by coordinating the collaborative efforts of government agencies, contracted providers, labor, and community leaders to improve the security, supervision, and rehabilitation services provided to committed and detained juvenile offenders and Persons in Need of Supervision ("PINS").

To further support its efforts to ensure that committed youth remain engaged in productive activity, DYRS established the Office of Workforce Development (OWD) to deliver high-quality workforce development, employment, education, and training programs that provide purposeful and developmentally-appropriate opportunities to help DYRS youth thrive and achieve positive outcomes. The OWD collaborated with the Trust to establish additional supports and services for youth in the area of workforce development. The total amount of grant funds available for this initiative is at least \$490,000.00

The Trust, on behalf of DYRS, is seeking proposals for two distinct service areas: (1) Job Readiness Skills Training and Placement in the amount of \$90,000; and, (2) Socio-Entrepreneurial Demonstration in the amount of \$400,000. One grant will be awarded in each service area.

Organizations applying for the Job Readiness Skills Training and Placement component must demonstrate ground-level expertise in providing workforce preparation training that (1) leads to the attainment of an industry- or a nationally-recognized certification, and (2) results in an outcome of unsubsidized employment. Organizations must demonstrate proven capacity to support and engage DYRS youth in evidence-based, experiential learning and workforce development training. For the purpose of this solicitation, the organization must provide trainings and certifications that would develop specific skills required for entry level positions in various industries in the Washington Metropolitan area. This solicitation requires that all proposed programs focus on equipping youth with soft and hard skills, as well as the training

required to secure employment. In addition, all bids must clearly illustrate how the proposed program will provide the education, training and support that will lead to either a certification or an industry- or nationally-recognized credential in Workforce Development.

Organizations applying for the Socio-Entrepreneurial Pilot Program component must provide training and support in the development of a Socio-Entrepreneurial business model and the creation of a sustainable business. Organizations need to demonstrate proven capacity to support DYRS and other court-involved youth in experiential learning and workforce development opportunities.

All applicant organizations must employ a positive youth justice philosophy in its approach and program design. Priority will be given to applicants that meet the following criteria: are capable of delivering the service models and the desired outcomes outlined in the proposal guidelines and instructions; have a proven track record of providing services in a performance-based environment; have the capacity to accept youth referrals immediately; have diverse funding sources supporting their operating expenses; demonstrate and leverage existing and meaningful partnerships with other community stakeholders including CBOs, churches, schools, employers, local businesses, and, who have current background clearances for staff and/or contractors identified to work with youth.

**Criteria for eligible applicants:** Eligible applicants are for-profit or not-for-profit entities.

*Not-for-Profit organizations* must have 501(c) (3) tax-exempt status, been incorporated to operate in the District of Columbia, and been providing direct services since no later than October 1, 2010; must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.) since no later than October 1, 2010; must be a community-based organization, defined as: non-profit agency with a board of directors that is reflective of the community of population served; organization's primary vision and program focus must be on serving children, youth, and/or families within the District of Columbia and, organization must be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service as well as follow all appropriate charitable financial reporting standards. An organization described in Section 501(c) (4) of the Internal Revenue Code, 26 U.S.C. 501(c) (4), that engages in lobbying activities is not eligible to apply, serve as a host site for members, or act in any type of supervisory role in the program.

*For profit organizations* must have been providing direct services since no later than October 1, 2010, must provide a Basic Business License dated no earlier than October 1, 2010, must have been incorporated in the District of Columbia since no later than October 1, 2010, and have a mission and vision statement focused on serving children and youth within the District of Columbia.

*All organizations* must submit a variety of documents including Clean Hands Form from the Department of Consumer & Regulatory Affairs and be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service. **Individuals**

**are not eligible to apply, and organizations that currently have a contract with either DC YouthLink or the OWD are PROHIBITED from applying.**

**Dedicated, full-time staff is required for the outreach component of this initiative.**

All eligible applicants must meet all of the applicable requirements contained in the proposal guidelines and instructions. The Request for Proposal (RFP) will be released on **Friday, April 26, 2013**. The RFP will be available for download on the Trust's website at [www.cyitc.org](http://www.cyitc.org). **The deadline for submission to the Trust is Friday, May 24, 2013. All applications must be submitted in person.**

The Trust will hold three (3) Funding Technical Assistance (FTA) Sessions. **In order to be eligible for this funding, attendance at one of the FTA sessions is mandatory for all applicants.**

**Tuesday, May 7, 2013, 6:00 p.m. until 8:00 p.m.**  
*DC Children and Youth Investment Trust Corporation*  
*1400 16<sup>th</sup> Street, NW, 3<sup>rd</sup> Floor (Conference Room)*  
*Washington, D.C. 20036*

**Wednesday, May 8, 2013, 10:00 a.m. until 12:00 p.m.**  
*DC Children and Youth Investment Trust Corporation*  
*1400 16<sup>th</sup> Street, NW, 3<sup>rd</sup> Floor (Conference Room)*  
*Washington, D.C. 20036*

**Thursday, May 9, 2013, 2:00 p.m. until 4:00 p.m.**  
*DC Children and Youth Investment Trust Corporation*  
*1400 16<sup>th</sup> Street, NW, 5<sup>th</sup> Floor (Conference Room)*  
*Washington, D.C. 20036*

**IMPORTANT! All prospective applicants must submit a Notice of Intent to Apply to the Trust.** The Notice of Intent to Apply form should be returned to the Trust by **Tuesday, May 10, 2013 by 4:00pm**. Submittal of a Notice of Intent to Apply does not commit an agency to apply. However, failure to submit a Notice of Intent to Apply in a timely manner will disqualify an applicant. Any supplemental written information related to this RFP will be provided only to those organizations that have filed a Notice of Intent to Apply. A Notice of Intent to Apply should be submitted via email to [kpaymaster@cyitc.org](mailto:kpaymaster@cyitc.org), citing "Job Readiness, Placement and Socio-Entrepreneurial Pilot Program RFP-NOIA" in the subject line.

**All questions must be submitted either in person at the FTA Session or via e-mail at [kpaymaster@cyitc.org](mailto:kpaymaster@cyitc.org) on or before 4:00 PM on Friday, May 10, 2013.** All written questions concerning this NOFA will be posted on the Trust's website at [www.cyitc.org](http://www.cyitc.org). If you have any additional inquiries, please contact Kim Paymaster, Program Officer, via phone at (202) 478-8025 or via email at [kpaymaster@cyitc.org](mailto:kpaymaster@cyitc.org).

<b>FY13 JOB READINESS, PLACEMENT AND ENTREPRENEURSHIP INITIATIVE APPLICATION PROCESS</b>		
<b>STEP ONE</b>	Participate in Funding Technical Assistance Session (FTA)	May 7, 2013, 6:00 p.m. until 8:00 p.m. May 8, 2013, 10:00 a.m. until 12:00 p.m. May 9, 2013, 2:00 p.m. until 4:00 p.m.
<b>STEP TWO</b>	Submit Notice of Intent to Apply (NOIA)	May 10, 2013
<b>STEP THREE</b>	Submit Questions in Reference to RFP	May 10, 2013
<b>STEP FOUR</b>	Apply for Funding	Wednesday, May 24, 2013 BY 4:00pm - No Late Applications will be Accepted